

**Town of Westford
Parks & Recreation Commission Minutes
June 5, 2006
Cameron Senior Center
Pleasant Street
7:00 P.M.**

The following are the minutes of the June 5, 2006, Town of Westford Parks & Recreation Commission meeting. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes and a tape recording are retained in the Parks & Recreation Department.

Commissioners Present: Colleen Barisano, Kacy Caviston, Wayne D'Agostino, John Johnson, Carolyn Metcalf, Steve Spinney

Staff Present: Patricia Savage, Director

I. Approval of Agenda

Carolyn motioned to approve the agenda. Colleen Barisano seconded it. Motion passed unanimously.

II. Approval of Meeting Minutes – May 1, 2006

Carolyn motioned to approve the May 1, 2006 minutes. Kacy seconded the motion.

III. Projects/Tasks

A. East Boston Camps –

a. EBC Master Plan Committee – The committee met two weeks ago, but Pat was on vacation so Mary Ellen will report on that meeting when she arrives. Mary Ellen and Pat met with Ed Goodwin who is working on the survey to seek public input. Pat received an email today saying that Ed may be moving and will be unable to help with the survey.

b. Parks & Recreation – Nutting Road – Pat and Kacy met to discuss the project. Kacy identified another step. He believes we should file an ANRAD or Application for Notice of Resource Area Determination. There are two processes the commission can follow. One is to submit an order of conditions and see if the Conservation Commission agrees to it and the other is to take the ANRAD and get approval of the wetlands flagging. The abutters will all be notified as part of the process. Kacy has spoken to Land Tech and they said it will cost between \$1200 and \$2000 to complete. It will take a couple of months to complete. This will put the commission in a good position for the fall. Pat told the commission that we have money set aside for master planning. Carolyn motioned to file an ANRAD. John seconded the motion. Motion was amended to say that it would be paid for out of the master planning funds. Approved unanimously.

i. Wetland flagging has been completed.

- ii. Field Development plan – no new info
- iii. Neighborhood Meeting – no new info
- iv. Booster's/fundraising – no new info
- V. Next Steps – no new info

B. Facilities

- a. **Old Highway Garage** – No new info
- b. **VMC (Veterans Memorial Complex)** – The backboards are in and look great. Carolyn will have to get approval for the additional courts. She is trying to determine if she should go through the approval process at Westford Friends of Recreation or as the Recreation Department. Bill Turner said Conservation Commission does not need to review this again, because that committee has already approved it. Carolyn will continue to raise money for the courts and will fill out the paperwork.
There is a walk-a-thon next weekend. Ten Verizon employees will walk and their pledges will be matched. This will equal \$20,000.
- c. **Ice Hockey Rink and Swimming Pool** – The pool people have met with several other people, but no minutes have been forwarded to Wayne. The financial statement went to Jim Sullivan. Roddy Palmer and Kimball's will be approached again to see if they are interested in the project. Wayne spoke with Chris Romeo, Chair of the Selectman, about the project. Chris told Wayne that the Board of Selectman is behind the ice rink and swimming pool. They talked about the Lavallee property and Chris told him that Affordable Housing is not interested in the property.

C. Properties – Town owned land document needs to be checked by Bill Turner

- a. **Boston Post Road** – Chris Romeo also told Wayne that he believes the land is not under the Recreation Commission.
- b. **Lavallee Venture** – The Recreation Commission needs to formally request that the Board of Selectman transfer the Lavallee property to their care, custody and control. Pat will check to see if the request may be made for the special town meeting or if it needs to wait until the annual meeting.
- c. **Pumpkin Patch** – Pat talked to Bill Turner who informed her that the Conservation Commission must be used for agricultural purposes.
- d. **Tech Park West** – Carolyn heard that they are working to resolve the issues.
- e. **Adams** – No new information
- f. **Modern Continental** – No new information

g. American Legion – Playground (spring 06 completion)

The playground is being delivered tomorrow to the Highway Garage. The fields at American Legion are better, but still require some work.

h. Marketing – We are continuing to put in weekly Eagle Articles.

i. Rules & Regulation policies and signs – no new information

j. Credit Card – Pat met with Evan Shapiro who works with the School Department and Roudenbush. Pat is interested in looking at this for the after school program. She is also looking for a software package that will work with the needs of the after school program. Pat also is speaking with someone who is recommended by the School Department.

k. Town Wide Coaches Rules Policy – Pat received a call from Westford Youth Baseball. They had an issue with a particular individual. The organization dealt with the individual following their protocol. They kept us informed via emails and phone conversations.

l. Pooper Scooper Laws – no new information

V. Reports/Updates

A. Westford Partnership for Children – We are working on the software

B. Budgets – We are closing out the fiscal year.

C. Fields/Parks:

- a. Grounds –VFW field was damaged when an opposing team brought their own equipment and scalped the infield. There were two issues; one was Jonathan's reactions to the event and the other was the unauthorized cutting of the field.**
- b. Structures – no new information**
- c. Fencing – no new information**
- d. Parking – (American Legion parking) — no new information**

D. Comprehensive Town Master Plan – There has been another meeting. Pat was unable to attend and has not received an update.

VI. Old Business

A. Commission Elections/Members – This is the meeting that commission members choose to continue with their participation (if their term is up). A new chair and vice chair may also be chosen. There was discussion of members from sports organizations participating on the commission. The commission will continue this discussion.

B. Lacrosse - Colleen was concerned by the discussion of not playing on Sundays because the league that they are in only plays on Sundays. Pat said that would not be affected; we would follow the league schedule.

VII. New Business

- A. **Next Meeting Dates** - The commission agreed to adjourn for the summer unless there is the need to call the meeting for a vote. Pat will send a monthly update to keep the commission informed of what is happening in the summer.

VIII. Adjournment

Kacy motioned to adjourn. Colleen seconded the motion. Agreed unanimously.
Next meeting is August 29, unless it is necessary to call a meeting during the summer.